

Vacant Property Registration & Renewal Form

It is the duty of each owner of any vacant residential building or dwelling subject to Ordinance 10-O-1457 (codified as Article VI: Vacant Property Registration of the Atlanta Housing Code), to file a registration statement with the Office of Code Enforcement within 30 days after the building or dwelling becomes vacant or within 30 days after acquiring ownership, whichever is later, of any vacant residential building or dwelling not currently registered. In the event that the Office of Code Enforcement provides written notice to the owner of the existence of any vacant building or dwelling, the owner of such vacant building or dwelling shall file a registration within 15 days of such notice.

The registration shall remain valid for twelve (12) months from the date of registration. In the event that ownership of a registered structure changes during this period, the new owner shall file an amended registration statement within 20 days of accepting the vesting instrument. The owner shall be required to renew the registration for successive twelvemonth periods as long as the building or dwelling remains vacant for any part thereof.

At the time of filing of the registration statement, the owner shall pay a registration or renewal fee (as applicable) in the amount of \$100 for each registered building or dwelling (excluding accessory buildings). No registration statement shall he deemed filed unless the fee has been paid. For a parcel of land containing two or more buildings under commo

ownership, only one registration statement shall building, regardless of the number of dwelling uviolation of any provision of the housing, building renewal fee of \$250 for such renewal period in when the statement of the housing o	be required units within song, or fire co	to be fil- such buildede at the	ed but the ding. Any v e time ren	re shall b vacant bui ewal is re	e a fee of \$10 ilding or dwell equired shall b	0 per vacant ing that is in e assessed a
☐ New Registration ☐ Renewal ☐ Amend	dment	Rem	oval		Today's Date	
* Indicates Required Information				L		
<u>Property Information</u>						
Str #* Str Name*	Str Type*	Dir*	Bldg #(s)	P	arcel ID #*	
	Duplex/Tr	Utilitie	_	Other _		
Registering Party Information Check all that apply*: Owner Agent Manager] Other					
Prefix: First Name* MI Last ☐ Mr. ☐ Mrs. ☐ Miss Image: Control of the property of the proper	st Name*		Suffix	Company		
Str #* Str Name*	Str Type* Di	r* Apt/S	te # City*		State*	Zip*
Email Address*	Phone 1*		Phone 2		Phone 3	

Additional Contact Information

Owner	A	gent	Manag	ei	Other _						
		Last Name*	st Name*			Company					
Mr. Mr	rs. Miss										
Str #*	Str Name*	•			Str Type*	Dir*	Apt/Ste #	City*	y* State*		Zip*
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FOR OFFICE USE ONLY							
Date Received	Received By	Fee Amount Due	How Paid? Check (Personal / Cashiers) Money Order				
Registration Complete? Yes No	Comments:		☐ Credit / Debit Card ☐ Cash				